

Assistant Director I

Definition

Under the direction of an Associate Director I or a Director I and II, State College, oversees one or more sections of a major organization unit having multiple programs or unit goals; participates in the development and implementation of policies and procedures which affect the operations of the academic and/or student activities of the college, does related work as required.

Examples of Work

Assists in the planning and coordination of the program or unit by initiating the development of new ideas for programs and by recommending goals, policies, and procedures which comply with College policies and goals.

Initiates the development of and recommends plans for program promotion, assessment and improvement.

Coordinates the activities of a section or sections of a program or unit which is involved with the academic and/or student activities operations; evaluates section(s) goals, operation and performance; as required, implements alternative procedures to improve performance and meet section objectives.

Coordinates the section(s) staff and work operations, develops performance standards, makes performance evaluations, provides guidance and counsel to staff and recommends approval of personnel actions required within the sections supervised and the program or unit.

Prepares, recommends, monitors, and revises section(s) budgets.

Establishes and maintains communication and cooperative working relationships with college administrators, faculty, staff, students and student organizations, government and private agencies and/or the public in order to accomplish the objectives of the sections supervised and the program or unit

Administers and interprets applicable federal and/or state laws and regulations.

Advises and counsels students, parents and/or alumni regarding program offerings, activities and services. Provides guidance and assistance when problems occur.

Approves the processing and reviewing of applications, approves determinations of eligibility for college or section programs.

Prepares reports on programs or section(s) activities; compiles, summarizes and analyzes statistical and other data develops findings, conclusions and recommendations.

Consults with the Director or Associate Director to resolve unusual problems or policy concerns evolving form within the section supervised.

Maintains integrity and appropriate confidentiality in section and program operations.

Develops public relations materials

Represents and acts for the Director or Associate Director as directed.

Prepares detailed correspondence.

Serves on ad hoc and standing committees as required.

Supervises the maintenance of essential records and files.

Requirements

Education

Graduation from an accredited college with a Bachelor's Degree supplemented by a Master's Degree in a field related to the responsibilities of the position to be filled or equivalence as determined by the appointing authority.

Experience

Three years professional experience as a faculty member in an institution of higher education, two years of which are in an administrative capacity, or administrator in education, higher education or other related field or equivalence as determined by the appointing authority.

Applicants who do not possess the required education may substitute required experience on a year basis (30 credit hours is considered one year of college.)

A Doctor of Philosophy degree or a Doctor of Education degree may be substituted for two years of the required experience.

Knowledge, Skills and Abilities

Ability to acquire considerable knowledge of program or unit purpose, goals and objectives.

Wide knowledge of modern management principles.

Ability to acquire basic knowledge of the laws and regulations which impact on the section(s) and the program or unit.

Ability to acquire basic knowledge of the College philosophy, goals and organization.

Ability to acquire basic knowledge of the higher education system and the function of institutions of higher learning.

Basic knowledge of the principles of budget planning, development and administration.

Basic knowledge of the principles of organization and personnel management.

Ability to acquire wide knowledge of College policies and procedures.

Ability to acquire considerable knowledge of State agencies, local governments, Federal and private organizations that have a working relationship with the program and/or section.

Ability to assist in the planning and administration of a program or unit by developing and recommending goals, policies and procedures

Ability to evaluate performance and develop alternative methods to improve performance and meet established objectives.

Ability to effectively supervise subordinate staff including developing work operations and performance standards, making performance evaluations and approving personnel actions.

Ability to establish cooperative working relationships with other offices or organizations that impact on or relate to the work of the program or unit.

Ability to advise and counsel students and others concerned with the functions of the program or unit.

Ability to review applications and make determinations concerning the eligibility of the applicant.

Ability to establish cooperative working relationships with supervisors and staff.

Ability to develop, administer and monitor a section or sections budget.

Ability to prepare and/or direct the preparation of clear report, and studies that include finding and recommendations.

Ability to prepare clear and detailed correspondence.

Ability to represent to College at conferences, seminars or meetings.

Ability to supervise and/or maintain essential records and files.

Salary Range: U26
U23 10 mos